

## **Kailas s. vasava**

Limdi faliyu motwan

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### **Career Objective**

To work with an organisation which facilitates my growth with its own.

### **Personal Details**

**Name:** Kailas sukhdevbhai vasava  
**Date of Birth:** 02/01/2001  
**Nationality:** Indian  
**Marital Status:** Unmarried  
**Languages Known:** Gujarati,HindiandEnglish

### **Experience**

Sl No.	Organisation	Position	Period	Roles
1	ONGC	Apprentice – Secretarial Assistant	28/11/23 to 27/11/24	Posted at HR department supporting activities related to Retierd, HR Initiatives etc
2	Gram panchayat	VCE	2021 To present	Fill up form,Survey,Making aayushman card,income & death certificate  Database managment

## Education Qualification

Course	School/College	Board/ University	Year of Passing	Percentage/ CPI
Master of Arts	Shree Thakorbbhai patel arts and commerce college ankleshwar	Veer Narmad South Gujarat University	2023	7.73
Bachelor of arts	Smt kushumben kadakia Arts And commerce College Ankleshwar	Veer Narmad South Gujarat University	2021	5.29
HSC	LC seth high School Hansot	GSEB	2018	67%
SSC	Shree Nilkanth Vidhyamandir high School Hajat	GSEB	2016	51%

## Extra-Curricular Activities

- NSS

## Skills

- Knowledge of Microsoft office
- Communication skills
- Curious and Enthusiastic
- Good presentation skills
- Ability to learn
- Computer Knowledge

## Hobbies

Cooking

## Reference

Available on request.